

**From:**  
**Sent:**  
**To:**

ValdesLipi, Monica (DPH)  
Monday, April 12, 2010 5:04 PM  
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**To:** (DPH); Roos, Nicole (DPH); Ryan, Robert (DPH); Schambeck, Sander (DPH); Seymour, Robert (DPH); Sheetz, Anne (DPH); Shepherd, Linda (DPH); Smole, Sandra (DPH); Sullivan, Eileen M (DPH); Tessier, Paula (DPH); Wall, Hilary (DPH); Wilber, Nancy (DPH); Woodford, MaryLou (DPH)

**Cc:** Chu, Irene (DPH); Crimmins, Amelia (MED); Crowley, Lisa (EHS); Ditocco, Jill (DPH); Jose, Maricel (DPH); Kingston, Benjamin (DPH); Luckey, Carey (DPH); Nash, Rose (DPH); Plante, Gerard (DPH); Stafford, Vernall (DPH); Tyson, Julie (DPH); Wallace, Cynthia (DPH)

**Subject:** Reminder re: heightened TAF review process

**Attachments:** Travel Cover Sheet Check Off List 4-6-10 (3).doc; Travel Cover Sheet Check Off List REJECTION 4-1-10 (2).doc

Hi all,

As many of you are already aware, EOHHS has taken back responsibility for approving all Out of State travel regardless of the funding source. In addition, the Executive Office staff are requiring back up documentation for every cost listed in the TAF and travel packets missing any item/s are returned to the Department unsigned.

In an effort to respond to the increased scrutiny by the Executive Office, we have developed the attached forms:

1. Travel Cover Sheet
2. Travel Rejection Sheet

As of today, any travel packets submitted to POS must include a Travel Cover Sheet and each box is to be checked off to indicate that verification for every cost is included with the packet. In addition to the liaison's name, the cover sheet requires the signature of the Bureau's ANF/Fiscal Director signifying they have reviewed and approved the package.

Packages that are received by POS that are missing any documentation will be returned to the liaison along with a Travel Reject Sheet that will outline the item/s that are missing. Once the documentation is complete, the package can be returned to the person noted on the form.

It's extremely important for travelers to submit their TAFs in advance to ensure that all the required attachments are included and also to allow enough time for the DPH staff and to review and sign off on the requests.

Please let us know if you have any questions/concerns.

Thanks,  
Monica